Luther Jackson School-wide Grading Practices

Grading Philosophy
In our Professional Learning Community, our focus is on student learning. At Jackson Middle School,
- A student’s grade should communicate academic achievement: what the student knows and is able to do as measured against the learning standards of the course.
- Assignments must be completed to accurately assess what a student knows and is able to do so that appropriate feedback can be given to every student.
- Practice and/or preparation (homework/classwork) is essential for learning.

Grading Policy
All teachers of the same course (e.g. Algebra I HN, English 7) will have a common grading policy. This will be stated in the course syllabus to be distributed by Back to School Night.

FCPS Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>64-67</td>
</tr>
<tr>
<td>D-</td>
<td>67-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 64</td>
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</tbody>
</table>

Homework for practice
Daily homework supports learning in several ways: pre-learning, practice, or processing. This is one kind of formative assessment. Homework given for these purposes cannot count more than 10% of the total grade and are graded for completion.

Classwork
Sometimes a student does not complete the work assigned during class. If this is the case, the student will need to complete this at home.

Out of Class Projects
Teachers also assign out of class projects for the purpose of assessing student understanding of concepts and skills that require more than one day of work at home. Rubrics will be used to assess these projects and students will receive a letter grade. There should be no more than 2 a quarter per course.

Attendance/Make-up Work
Students have a responsibility to attend school on a regular basis. Attendance in school allows for participation in class activities that will equip students with the essential knowledge to be successful in a course.

- Any pre-arranged absence must be reported to the school in advance of the days to be missed for approval by the principal. Unexpected absences (illness, family emergency) must still be reported to the school. Failure to report the reason for the absence to the school within 48 hours of the absence will be considered an unexcused absence. Frequent absences can result in disciplinary intervention, including contact with the school attendance officer.

- In the case of pre-arranged absences, students will hand in all previously assigned work due during their absence on the day they return. Students can request work that they will miss if they are going to be out 3 or more days.

- Assignments are given due dates so that teachers can provide feedback in a timely manner and learning will progress. Students are expected to meet deadlines and to contact the teacher in advance to discuss any issues with due dates.

- Students who are absent one day will take previously announced quizzes and tests and hand in previously assigned work the day they return to class. Assignments made and quizzes/tests given in their absence should be made up within two class periods of an absence.

- Students who are absent for more two or more consecutive days are responsible for conferring with the teacher to arrange a make-up schedule. Generally for each day of absence one day of make-up time is given.

- In the case of any absence including participation in a school-sponsored fieldtrip, a student must make reasonable effort to make-up any missed assignments. Students are responsible for contacting their teacher to determine which assignments they missed. All missing work should be made up within a reasonable amount of time. Students may need to make special arrangements, including staying after school to make-up certain assignments.
**Missing Work/Late Work for Graded Summative Assignments**

- “M” for Missing will be recorded in the grade book. This means that it will be averaged as a “0” until the grade is replaced.
- The student will be allowed to turn in the assignment until the next progress report (approximately weeks 3, 5 and 7) is given to students.
- Student will receive a reduced grade of no more than 1 letter grade lower of earned grade.

**Mastery of Learning Plan (Retest)** A student who earns a D+ or below on an assessment has an additional opportunity to demonstrate mastery of content by taking a retest. Some departments allow any student to take a retest. If this is the case, it will be noted on the course syllabus.

To qualify for the retest students will be required to do one of the interventions (as determined by the teacher)
- complete all assignments related to that test; work to be verified by a teacher prior to established retest date.
- stay for additional help after school
- complete a teacher-designed review packet to gain more practice.
- do test corrections

The grade obtained on the alternative reassessment should be recorded with no more than 1 letter grade penalty.

**Extra Credit** Students are given multiple opportunities to demonstrate mastery of skills and concepts, therefore, extra credit is not an expected component of any teacher’s assessments. If a teacher chooses to offer extra credit,

- the assignment must go beyond information that was presented in class and
- must show that the student has worked independently to gain additional knowledge.

**Honor Pledge** The Honor Pledge is designed to increase awareness of the importance of academic integrity and the consequences of plagiarism and cheating at Jackson MS. Producing one’s own work without undue or unfair assistance is every student’s responsibility. Giving credit for borrowed work is a matter of respect. Cheating and plagiarism are violations of honesty. In writing and signing the Pledge, students acknowledge that they have neither given nor received unauthorized assistance on the assignment.

Pledge Statement: “I pledge that I have neither given nor received unauthorized assistance on this assignment.

**Cheating** may include:
- Copying another student’s homework.
- Looking on another student’s test or quiz to obtain answers or allowing another student to obtain answers from one’s own.
- Providing test questions and/or answers to other students outside of class after taking the test
- Using unapproved materials to complete a test or assignment.
- Using electronic devices (cell phones) to save or transmit answers
- Writing answers on clothing, hand, arm and other parts of the body
- Unauthorized possession of a test

**Plagiarism** may include:
- Copying papers from any sources, including websites or other students.
- Copying any words or ideas from another source without giving appropriate credit in a citation.
- Paraphrasing or using the work or words of another, including but not limited to, quotations, graphs, statistics, charts, images, opinions, or theories, without giving appropriate credit in a citation.
- A citation must refer to the source of the borrowed material, not the search tool used to find it. For example, Google is not a source.

**Group Work** Working collaboratively is a powerful way to learn and an important real-world skill. Student Achievement Goal 2.2, set by the School Board requires students to work effectively within a group dynamic. Students will be assessed individually on the product and process group collaboration. Teachers will use a rubric to assess group collaboration.